

Researching Onward Assignments for Families with Special Needs Child

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1. Get list of available posts

- A. Employee Consultation Services (ECS) recommends starting the process up to one year prior to bidding
- B. Many bureau's intranet sites will list projected vacancies prior to the actual bid list coming out
- C. For public diplomacy-coned officers, Phil's List (available through your CDO) can be used to deduce possible upcoming openings
- D. Or use FS Bidding Tool when the actual bid list comes out

2. Make list of potential jobs for your expertise, rank

- A. Include jobs at grade, one up and one down

3. Research schools at places where you have initial matches

- A. Review Office of Overseas Schools (OOS) listing
 - I. Via intranet at <http://aopros.a.state.gov/>
 - II. Via OOS schools CD (get from your post's CLO or OBC or OOS)
- B. Contact CLOs at potential posts
 - I. Ask for list of local schools with contact info
 - II. Ask if there are parents of children with similar needs who might be willing to correspond with you
 - III. CLO names worldwide <http://hrweb.hr.state.gov/prd/hrweb/flo/CLO/clolist.cfm>
- C. Use OBC's Personal Post Information (PPI)
 - I. PPI's are available online and have space for special needs commentary
 - II. OBC's intranet <http://fsi.state.gov/fsi/tc/default.asp?Sec=Overseas%20Briefing%20Center>
 - III. You or spouse can email the PPIs home to peruse at leisure without intranet access
- D. Research schools independently
 - I. Search the Yahoo FS Special Needs listserv <http://groups.yahoo.com/group/FSspecialneeds/>
 - II. Google international schools to find their websites, parent reviews, teacher reviews, etc.
 - III. Ask teachers at your current international school for their suggestions. Many have friends working in other international schools.
 - IV. Use Real Post Reports for background info <http://www.talesmag.com/rprweb/home.shtml>

4. Research medical services

- A. Ask potential post's Regional Medical Officer (RMO) for service providers
- B. Listing of RMOs - <http://med.state.gov/stafflocator.htm>

5. Inquire with potential schools if they can meet your child's needs

- A. Use email, school website forms, phone for initial contact
 - I. If CLO has relationship, (s)he may be able to offer introductions
- B. Send a letter summarizing your child's strengths and special needs, with photo
- C. Inquire into services offered
 - I. What: program type, accommodations offered, etc.
 - II. Who: qualifications, availability, current workload
 - III. Where: in class room, pull out at school, at home, at private provider's location
 - IV. How: group or individual, additional workload or in lieu of, books, tools, etc.
 - V. When: during school, after school, weekends

- VI. Why: school philosophy on inclusion
- VII. How much: cost, frequency, duration
- C. To avoid costly application fees, ask for a pre-application assessment
 - I. Would your child's needs generally match with what they offer?
 - II. Are they willing to be flexible in individualizing if standard offerings don't match?
 - III. If yes, to either of above, apply. If no, at least you didn't pay for rejection.

6. Apply at potentially matching schools

- A. If an interview is necessary, check if a virtual interview via DVC is possible (ask CLO, OBC for assistance)
- B. Send a letter from current teachers, service providers
 - I. They describe your child's personality, abilities, and specific accommodations
 - II. Provides a friendlier, easier to read overview than the mountains of testing, IEPs, etc.
- C. Propose various ways of meeting needs
 - I. Outside services to supplement education
 - II. Providing a teacher's aid, etc.

7. Receive school acceptance or regrets letters

8. Send list of posts that meet both professional and family needs to ECS

http://med.state.gov/mentalhealth_ecs.htm and your CDO

9. Lobby posts for positions

10. Create actual bid

- A. If you are a Fair Share bidder, you can note that some places appear on your list to meet bidding requirements, but do not meet your child's needs. However, be aware you can be sent to any place you bid on.